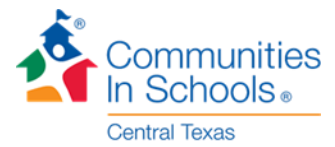**Communities In Schools of Central Texas**
**Positon Description**
Half-Time AmeriCorps Mentor
Service Year 2022-2023

Communities In Schools of Central Texas (CISCT) surrounds students with a community of support, empowering them to stay in school and achieve in life. A national, 40+ year dropout prevention program, Communities In Schools uses an integrated student support model to provide services to students and families. This 3-tiered approach aims to meet students where they are and provide multiple levels of engagement through school wide services (Tier 1), group targeted programs (Tier 2), and individualized support (Tier 3).

The CISCT AmeriCorps program places AmeriCorps Mentors on elementary and middle school campuses across Central Texas to meet students where they are at and provide wraparound support for students and their families to thrive. When students have the support of a caring adult relationship, they have the power to unlock their potential. AmeriCorps Mentors build deep relationships with their students and families, working with them to remove barriers to success in school and life. CISCT AmeriCorps members work with students one-on-one and in small groups as an integrated support to campus community, in service of equitable access to education opportunities.

Communities In Schools of Central Texas is an equal opportunity national service program. All applicants are considered without discrimination based on race, color, age, religion, national origin, veteran status, sexual orientation, disability, or sex.

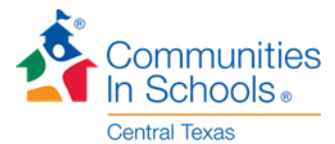## Mentor Essential Functions

1. Provide weekly mentoring for elementary or middle school students through 1:1 meetings or small group facilitation. Mentoring sessions aim to increase academic engagement and social emotional skills, as well as provide academic support focusing on literacy and math skills.

2. Serve a total of 900 AmeriCorps service hours over the 10-month service term. Members must meet monthly benchmarks and serve an average of 45 hours per week.

3. Manage a caseload of 10-12 students through weekly 1:1 and/or small-group meetings. including documentation and data entry to capture services provided. Follow all CIS and district policies and procedures around protecting and recording student data.

4. Serve as a productive member of the CIS support team on campus. The CIS Program Manager functions as the site supervisor for AmeriCorps Mentors. Meet with the Program Manager at least once per week for supervision and caseload support.

5. Proactively build relationships with teachers, campus staff, community partners, and families for a student-centered approach to support. Initiate contact and communicate regularly with other adults who influence your students' success.

6. Model positive and appropriate behavior as a part of the campus community. Uphold all campus-based policies and procedures and support students in their understanding and adopting of these rules.

7. Contribute to campus climate by implementing a student-led service-learning project during the school year. Service-learning projects build civic engagement by connecting what students are

learning with real-world activities and issues.

8. Collaborate with the CIS Program Manager to implement school-wide services to foster a positive school climate and address school-level risk factors. Engage parents and families in school-wide supports to further build wraparound services for students.

9. Support summer enrichment activities during the month of June including group supervision, lesson planning, and activity support during CIS summer programs.

10. Follow all CISCT AmeriCorps policies and procedures including documenting service hours, attending orientation and ongoing training throughout the service year, and complete Life After AmeriCorps training and activities.

*The responsibilities above are essential position functions and are subject to reasonable accommodations.*

## Non-Essential Functions

Individuals may be required to perform other position-related instructions within the scope of their normal service activities as requested by their site supervisor and/or AmeriCorps program staff in alignment with the grant and not unallowable or prohibited activities and subject to reasonable accommodation

## Service Position Requirements
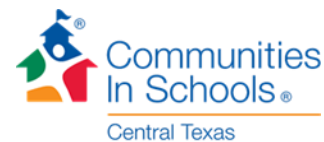
**CIS AmeriCorps Program Requirements:**
1. Have a passion for working with students in grades 3-8. No prior mentoring experience is required!

2. Be able to build healthy and appropriate relationships with diverse individuals, including students, families, campus staff and CIS staff, including setting boundaries and maintaining confidentiality.

3. Take initiative and be proactive in daily service activities. Maintain a level of professionalism consistent with campus and CIS program expectations.

4. Be comfortable using technology to complete work, including student documentation and program requirements.

5. Be comfortable working independently on an elementary or middle school campus. The CISCT AmeriCorps program places Mentors individually or in pairs on campus. Mentors meet weekly in regional squads, however, the majority of service activities are completed independently under CIS Program Manager supervision.

6. Demonstrate effective communication skills, flexibility, and willingness to be a supportive team member in a diverse service environment.

7. Have a personal commitment to educational equity and removing systemic barriers that hinder student success. Take an asset-based approach to student services and family engagement.

**Communities In Schools of Central Texas**
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**National Service Eligibility:**

1. Be 17 years or older at the start of the term of service.

2. Be a U.S. citizen, U.S. national, or lawful permanent resident of the United States.

3. Have a high school diploma, GED, or equivalent.

4. Consent to a four-part background check including National Sex Offender search, State of Residence and State of Service checks, and fingerprint checks.

5. Commit to service as an AmeriCorps member for the duration of the service term and to successfully completing all service requirements.

**AmeriCorps Disaster Requirments:**
In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties.  In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

## Service Conditions

Mentors serve at an assigned elementary or middle school campus across Central Texas Independent School Districts. Service conditions are similar to what K-12 campus staff experience including sitting, standing, walking, and lifting up to 25 pounds. CISCT AmeriCorps service conditions include what is typically in an office environment.

Equipment used may include computers, laminators, copiers, die-cuts, and other teaching related equipment typically found in school settings. Mentors will be issued a CISCT Windows-based laptop at the start of their term of service and will be provided with the technology systems and access to training needed to be successful in their service term.

## Professional Relationships

Mentors are expected to serve productively and effectively with other CISCT AmeriCorps members, CISCT staff, and school staff. By serving in a school environment, all CISCT AmeriCorps members have recurring access to vulnerable populations. School environments are both structured and flexible, and members must be able to adapt to school schedules as needed.

**Ready to Apply? Click here!**